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SECURITY INFORMATION

Director of Training

JUN 13 1952

Acting Assistant Director, ORR

Training Requirements

This Office expects to have the following Training needs during the fiscal year 1953. It is our understanding that these figures are estimates only and may be raised or lowered if the situation changes. (Language training, courses in TRS and in Department of Defense Schools, and clerical training are not included in this estimate.)

	1953		1954	
	<u>Personnel</u>	<u>Man Hours</u>	<u>Personnel</u>	<u>Man Hours</u>
<u>INTERNAL</u>				
Administrative Training (1)	None	None	None	None
Area Programs	None	None	None	None
Reading Improvement	40	1200	40	1200
Special Courses:				
Graphic Presentation	100	3000	As Needed	
Input-Output Seminar*	30	720	As Needed	
Analytical Methods*	35	1100	As Needed	
Statistical Techniques*		- (under consideration) -		
<u>EXTERNAL</u>				
Economic Programs in Universities (full-time attendance)	2	1 semester	As Needed	
Graduate & Undergraduate Study (Includes economic courses taken by ORR personnel in local universities and paid for by Office of Training)	75	3 semester hours after work	100	3 semester hours after work
	2	4 months	2	4 months

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<u>1953</u>	<u>1954</u>
<u>Personnel Man Hours</u>	<u>Personnel Man Hours</u>

EXTERNAL (Cont.)

Industrial Training:

Plant visits	300	10 days	As Needed
Visual on-the-job training	40	400	As Needed

- (1) Supervisory training under consideration by the Agency.
* To be undertaken within ORR.

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